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Lessons in productivity: what I learned by writing for 30 minutes a day

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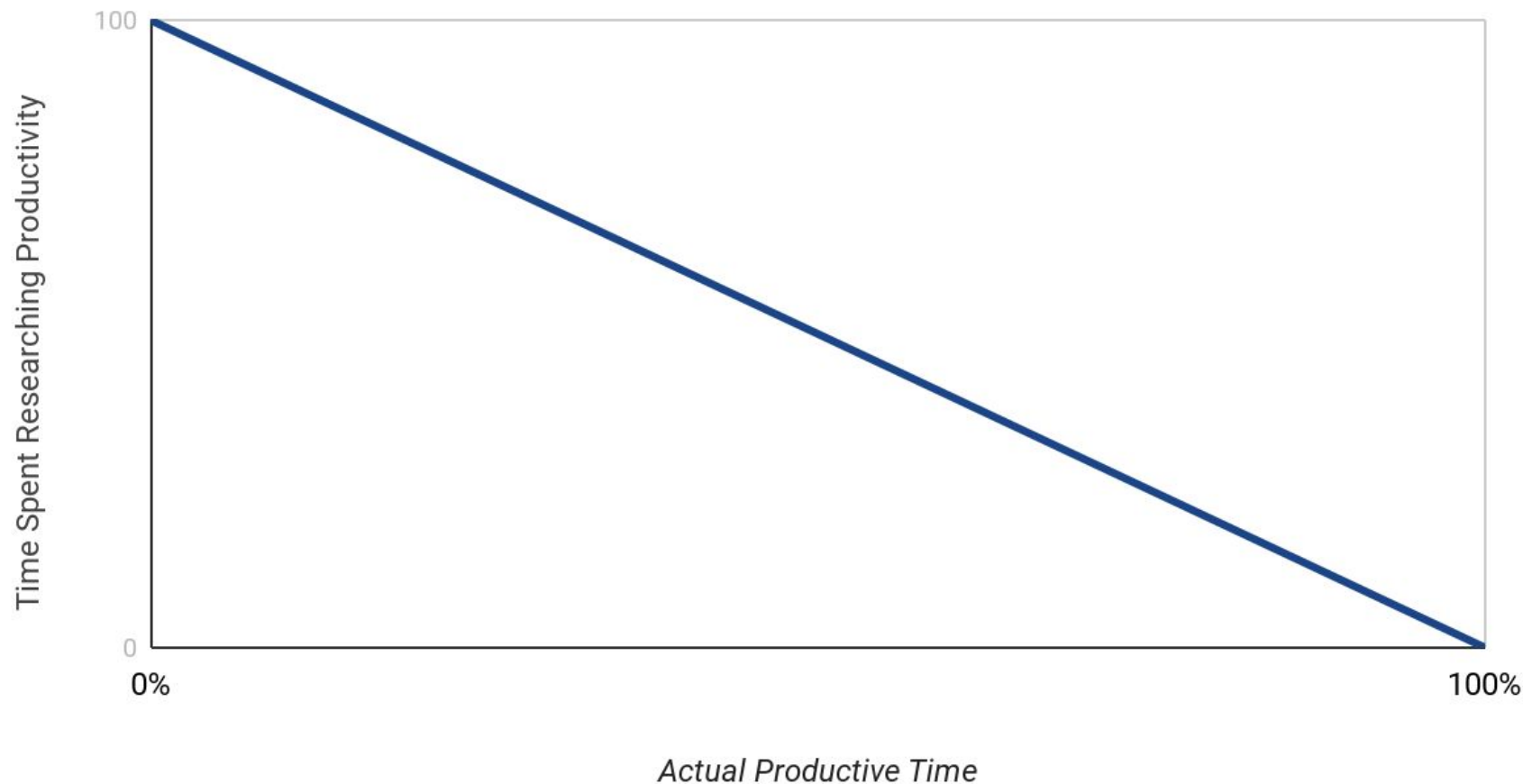
Lessons in Productivity: What I learned by Writing for 30 Minutes a Day

Mary C. Stenson, PhD
Exercise Science and Sport Studies

Are you writing?



Researching Productivity vs. Actual Productivity





National Center for Faculty Development and Diversity

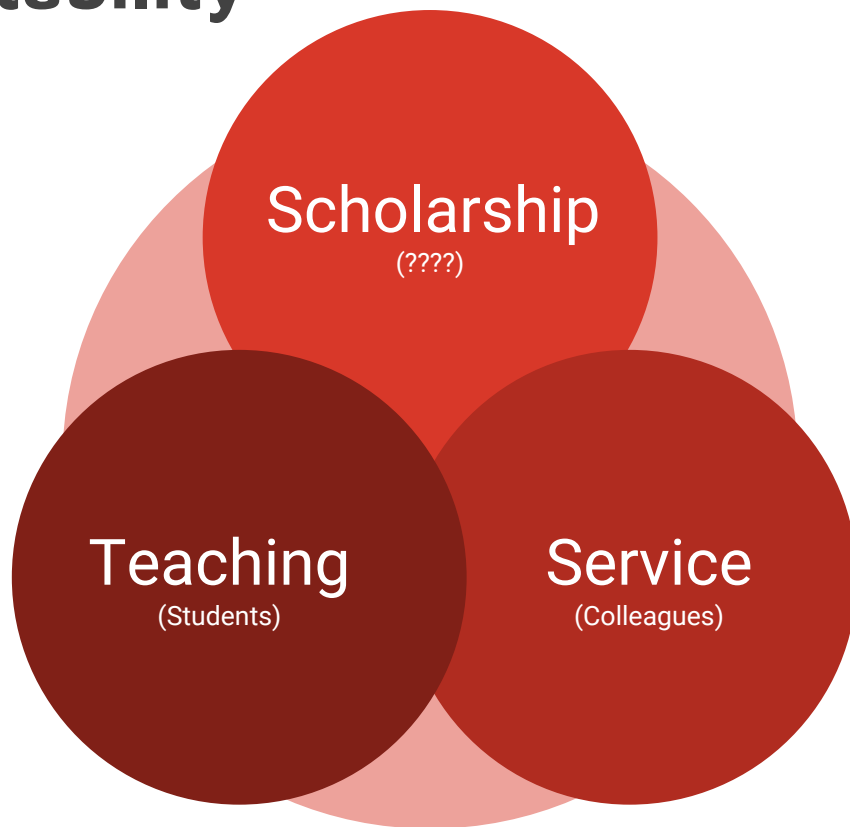
Faculty Success Program

- ★ 12 weeks
- ★ 3 main components
 - Online course
 - Personalized coaching
 - Small group accountability
- ★ Tools for productivity with accountability
- ★ Work-life balance





Accountability





Purpose

Share what worked for me.

****Disclaimer:** This may not work for you
OR maybe you already have a good
system.



Semester Plan

Weekly
Plan

Daily
Routine



Beginning of the Semester

1. Have a semester plan
 - a. 3-4 goals for the semester
 - b. SMART goals
 - c. Break it down into projects each week
 - d. Marginally successful with this (too many goals)
2. Block off 30 minutes of writing time each day for the entire semester
 - a. Do not move it
 - b. Rules for moving- only move if it moves earlier in the day

Fall 2018			
		Research & Writing	Personal
		1. Revise and resubmit IPE paper by end of October 2. Revisions for TM paper when they come in 3. Resubmit Matt B's mindfulness paper by long weekend 4. IRB and data collection for MDFL2 study by 9/7 5. Data analysis for MDFL1G study by long weekend 6. Prioritize conceptualizing new research pipeline	1. Exercise 5d/wk 2. Monthly date nights with Matt 3. Body scan 2x/day 4. Read 5x/wk
	Goals		
Week 1	8/27-8/31	1. Start writing IRB form 4 2. Set up mtg with IPE team about Thurs Forum 3. Set up checklist for IPE paper revisions 4. Email Matt B to check into paper revisions	Exercise 5x Body Scan 2x/day August date night Read 5x/wk
Week 2	9/3-9/7	1. Revise informed consent 2. Submit changes to IRB 3. Power analysis for IPE 4. Start making IPE presentation 5. look up revisions for TM paper 6. check journal guidelines for new TM paper submission	Exercise 5x Body Scan 2x/day Read 5x/wk
Week 3	9/10-9/14	1. Continue work on IPE presentation 2. Collate grades data for MDFL1G study 3. Check Canvas for MDFL2 study, be sure its up to date 4. Decide on journal for TM paper 5. Contact Astrid about book	Exercise 5x Body Scan 2x/day September date night Read 5x/wk
Week 4	9/17-9/21	4. Finalize and practice IPE presentation	Exercise 5x Body Scan 2x/day Read 5x/wk
Week 5	9/24-9/28	1. Train RAs on EKG and pmWave protocol 2. Set up data collection times 3. New Journal for TM paper *heavy grading week*	Exercise 5x Body Scan 2x/day Read 5x/wk

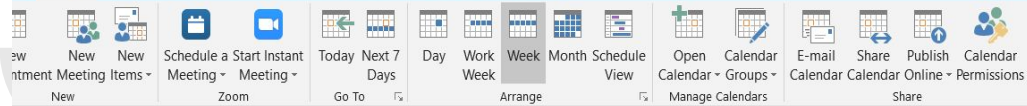


Weekly

Weekly Planning Meeting

- a. Look at semester plan- what do I need to do?
- b. Look at week obligations (meetings, child care, etc.)
- c. Brain dump
- d. Put everything in the calendar
- e. Plan writing time each day that week**

Home Send / Receive Folder View Tell me what you want to do



November 4 - 10, 2018

St. Joseph, Minnesota

Today
13°F/4°FTomorrow
16°F/-1°FFriday
6°F/-12°F

Search Calendar

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
4 Ian bday	5	6 Election Day: United States	7	8	9	10
9 AM	Booked:	Run		Run		
10	HEALTH & FITNESS - ESSS CSB - Murray Hall	LSA for Colt	Career EXPO	HEALTH & FITNESS - ESSS CSB - Murray Hall	HEALTH & FITNESS - ESSS 273 02A CSB - Murray Hall; 001	
11	HEALTH & FITNESS - ESSS 273 01A CSB - Murray Hall; 001	Writing Time	HEALTH & FITNESS - ESSS CSB - Murray Hall	Writing Time	HEALTH & FITNESS - ESSS 273 01A CSB - Murray Hall; 001	
12 PM	Writing Time	Laboratory - ESSS 273L 01A CSB - Haehn Campus Center; 26	Writing Time	Laboratory - ESSS 273L 03A CSB - Haehn Campus Center; 26		
1		Laboratory - ESSS 273L 02A CSB - Haehn Campus Center; 26	Workout Stenson, Mary	Philip; Stenson, Mary	WIP :-) Stenson, Mary	
2	Workout Stenson, Mary	Jamie; Stenson, Mary	FSP Call	316- stats	Workout	
3		316 Meeting- St Lab Stenson, Mary	FHC meeting Murray 002 Galovich, Jennifer	Booked: !	Program Review Lab LaFontaine, Janna	
4		316 ILP Meeti	Dinner w/ Katie	Staff Meeting with Dr. Stenson; CSB	Canceled: IICC Board Meeting Richarda N15 - St. Ben's Schmitz, Laura	
5						
6	RESEARCH SEMINAR I - ESSS 395 01A CSB - Murray Hall; 001					



Daily



1. Write everyday. Even if it's "bad".
 - a. Define writing
 - b. "Everything between the spark of an idea and a manuscript out the door"
 - c. Read literature, analyze data, look up journal requirements, etc.
2. "Write" was more "Research"
3. Easier if I knew what I was working on and didn't have to think about it
4. Face my resistance
 - a. Recognize it and move on.
5. Set a timer and stop when it's done.
 - a. When I did more, I was less motivated later in the week



Results

Wins:

1. Collaborative Thursday Forum and started revisions for manuscript
2. Submitted research manuscript to 2 journals...working on #3
3. Revised and resubmitted a research manuscript with student twice (waiting to hear!)
4. Collected data for new study
5. Began analyzing data collected in Fall 2018
6. Collaborated with colleague on lab experience repository project
7. Submitted 3 conference presentation proposals
8. At least 30 mins in one week, at most about 230 minutes in a week



What I learned

1. You can accomplish a lot in 30 minutes a day and do not need big blocks of time to write or get work done.
 - a. Don't need to go back and re-read everything that I forgot because I haven't picked this up in 4 weeks
2. Know what you are going to write before you sit down
3. Shut office door
4. Turn off email
5. Wear earplugs
6. Have a routine (fragrance, music, coffee, etc.)
7. Have an accountability buddy
 - a. Ask someone to ask you about it
 - b. Check in weekly/daily
8. Stop when the timer goes off
9. Make a note of where you are and what you will do next



[http://knowyourmeme.com/memes/success-kid-i-hate-sandcastles.](http://knowyourmeme.com/memes/success-kid-i-hate-sandcastles)

What works for you?

**Can we share our
collective wisdom?**

Thank you!





Recommendations from post forum discussion

- The Textbook and Academic Authors Association
- Unidirectional accountability circle
- Celebrate success- even and especially small wins!
- Writing Your Journal Article in 12 Weeks- Wendy Laura Belcher
- How to Write a Lot- Paul Silvia
- Kerry Ann Rockquomore- Inside Higher Ed
- Getting Things Done- David Allen
- Stickers in your planner for each day of writing- small, motivational rewards!
- Spotify- focus music playlists